



**RULES OF THE JUDICIAL  
MERIT SYSTEM  
OF THE SUPERIOR COURT IN  
YUMA COUNTY**



**APPENDIX A**

**SUPERIOR COURT IN YUMA**

**EMPLOYEE GRIEVANCE POLICY AND PROCEDURE**

**I. Purpose**

The Court is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the court management. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the grievance procedures. No employees will be penalized, formally or informally, for voicing a complaint with the court in a reasonable, business-like manner, or for using the problem resolution procedure.

**II. Policy**

Employees' grievances in all court departments will be resolved as informally as possible at the lowest level and without fear of reprisal.

**III. Exclusions**

Any and all matters are subject to the Grievance Procedure except:

- A. Disciplinary actions which are subject to the appeal process stated in Rule 11.
- B. Reductions in force (RIF).
- C. Issues which challenge rights of administration, including:
  - 1. The right of a court department or the court to direct its employees.
  - 2. The right of a court department or the court to hire, promote, transfer, assign, and retain employees.

3. The right of a court department or the court to determine the methods, means, and personnel necessary to maintain efficiency in the courts.
4. Matters involving compensation

IV. **Confidentiality**

The fact that a grievance has been asserted, any documents concerning it, its review and any response will be treated confidentially by the grieving party, the Appointing Authority, the reviewer and any other person participating in the process. Written resolution, responses, and other documents used in the resolution process will be circulated only among the grieving party, the Appointing Authority and any reviewer or any person responsible for taking any action concerning the grievance.

V. **Procedure**

A grievance must be presented without unreasonable and in no event later than ten (10) calendar days following an identifiable incident on which it is based or within ten (10) calendar days of the last identifiable date of a series of incidents on which it is based. A grievance may be withdrawn at any time.

A. **Verbal Grievance:**

A grievance must first be presented verbally to the immediate supervisor of the grieving party.

1. The grieving party will advise the supervisor of the grievance and suggest a solution.
2. The supervisor will attempt to resolve the grievance within five (5) days of its presentment.
3. If the grieving party is not satisfied with any proposed resolution, the grieving party may then initiate a written grievance.

B. **Written Grievance:**

1. The grieving party will complete and sign the form entitled "General Employee Grievance" which will be provided by the department in which the grieving party is employed.
2. Documents in support of the grievance will be attached to the form, including a list of any witnesses.

3. The form and supporting documents will be filed with the Appointing Authority of the grieving party. Neither the form nor supporting documents may be amended or supplemented after filing.
4. Within ten (10) working days of receipt of the form, the Appointing Authority will interview the grieving party and others whom the Appointing Authority determines may have relevant information and issue and deliver to the grieving party a written response. The response of the Appointing Authority is final.
5. If the grievance is against a department head or Appointing Authority other than the Clerk of the Superior Court or a Superior Court Judge, and a discussion does not resolve the problem, a written grievance may be filed with the Presiding Superior Court Judge, on the prescribed form. The response of the Presiding Judge is final.

Grievance Form is in PDF